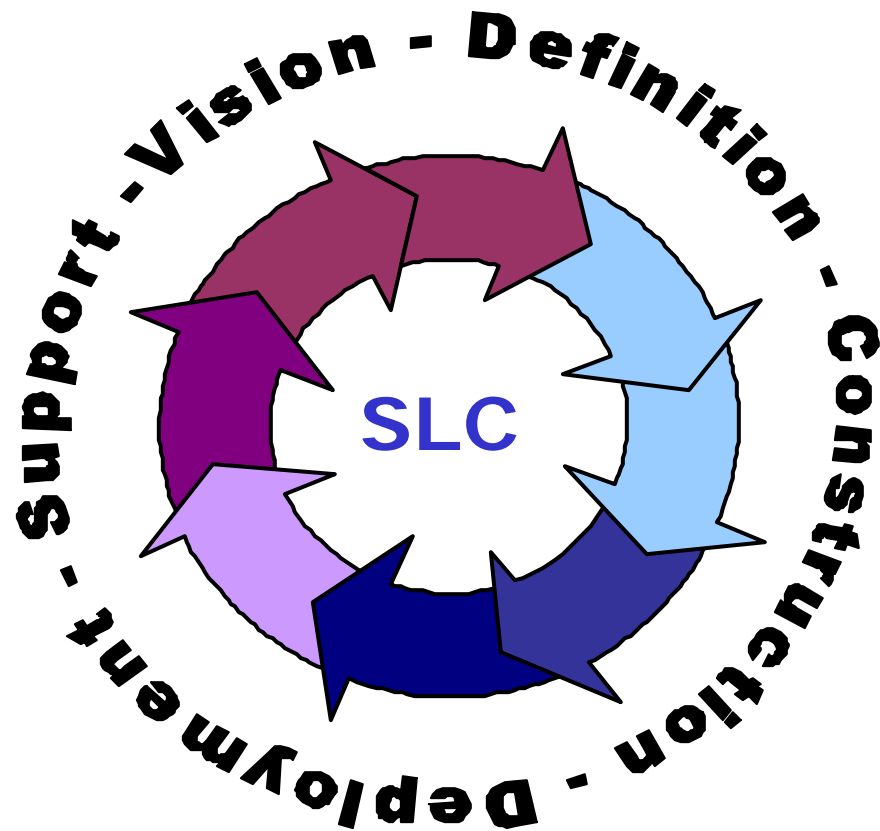




**FSA**  
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*We Help Put America Through School*



*The Solution Life Cycle*

## Quality Assurance Process Checklists

Version 2.0  
January 20, 2003



## Solution Acquisition Planning Checklist

Evaluation Criteria	Yes/ No	Comments	Supporting Artifacts	Date
Did Solution Acquisition Planning begin at the beginning of the Vision phase? If not when and under what circumstances?				
Were the project's Vision phase activities estimated for time and effort?				
Was the estimation documented and include in the Solution Acquisition Plan (SAP)?				
Were resources assigned to the acquisition effort? Were those resources documented in the SAP?				
Did the acquisition resources receive appropriate training in acquisition planning or have experience in acquisition planning? Was that training or experience documented in the SAP?				
Was the Business Case developed in accordance with the IT Investment Management procedures?				
Was the business case baselined and placed under management control?				
Were the acquisition strategy and solicitation activities planned for and documented in the SAP?				
Were project management activities, including risk management planning, decided upon and planned? Were they documented in the SAP?				
Did the Executive Sponsor review the SAP? Was the SAP approved and baselined?				
Was the SAP updated and maintained throughout the appropriate phases of the SLC?				
Was the acquisition management activity contract tracking and oversight planned for and documented in the SAP?				
Was the acquisition management activity requirements development and management planned for and documented in the SAP?				
Was the acquisition management activity configuration management for and documented in the SAP?				
Was the acquisition management activity quality management planned for and documented in the SAP?				



**Quality Assurance Process Checklists**

<b>Evaluation Criteria</b>	<b>Yes/ No</b>	<b>Comments</b>	<b>Supporting Artifacts</b>	<b>Date</b>
Was the acquisition management activity evaluation planned for and documented in the SAP?				
Was the acquisition management activity transition to support planned for and documented in the SAP?				
Were the measurements, including effort, costs, and schedule, for the project's success agreed upon and documented in the SAP?				
Did the Executive Sponsor review updates to the SAP? Does supporting documentation exist?				
Was the project managed and tracked throughout the phases of the SLC using the SAP as a guide?				
Was the acquisition planning estimating worksheet completed for planning effort and duration?				
Was the acquisition planning estimating worksheet completed with actual effort days and duration?				
Was the SAP process evaluated at the end of the project?				



## Solution Acquisition Project Management Checklist

Evaluation Criteria	Yes/ No	Comments	Supporting Artifacts	Date
<b>Project Management Planning</b>				
1. Were project management activities defined and documented in the solution acquisition plan?				
2. Were roles, responsibilities and authority designated and documented in the solution acquisition plan?				
3. Were project commitments and goals communicated to the project team?				
4. Were changes to project commitment and goals communicated to the project team?				
5. Were the project management activities reviewed by project management and the Executive Sponsor on a periodic or event driven basis?				
<b>Schedule/WBS</b>				
6. Was the project schedule documented and tracked in a WBS (e.g. MS Project)?				
7. Was responsibility designated for maintenance of the WBS?				
8. Were project management activities included in the project's WBS?				
<b>Project Status</b>				
9. Was the project's progress tracked based on the measures defined in the solution acquisition plan, including costs?				
10. Was project status reported in regularly scheduled status reports?				
11. Was project status reviewed in regularly scheduled status meetings?				
12. Were status reports completed by the project team and reviewed by project management and the Executive Sponsor on a regular basis?				
<b>Risk Management</b>				
13. Were risks identified and tracked in a risk log or matrix?				
14. Was the project team encouraged to identify risks and report them to management?				
15. Were critical risks reported in status reports?				
16. Were risks discussed in status meetings?				
17. Were mitigation plans developed and utilized for risks?				



**Quality Assurance Process Checklists**

<b>Evaluation Criteria</b>	<b>Yes/ No</b>	<b>Comments</b>	<b>Supporting Artifacts</b>	<b>Date</b>
<b>Issue Managemen nt</b>				
18. Were issues identified and tracked in an issue log or matrix?				
19. Was the project team encouraged to identify issues and report them to management?				
20. Were critical and/or irresolvable issues escalated to management?				
21. Were issues discussed in status meetings?				
22. Was corrective action taken when necessary?				



## Requirements Development and Management Checklist

Evaluation Criteria	Yes/ No	Comments	Supporting Artifacts	Date
1. Was the Requirements Development and Management Plan completed and kept up-to-date?				
2. Was the Requirements Development and Management Plan consistent with the other documents on which it was based or dependent (e.g. Solution Acquisition Plan)?				
3. Were the requirements development and management activities to be performed defined?				
4. Were the groups associated with requirements development and management activities identified, and their interaction defined?				
5. Were the procedures for requirements development, including planning, elicitation, analysis, and verification defined?				
6. Were the procedures for requirements management, including baseline establishment, change control, and status reporting defined?				
7. Were the procedures for defining attributes that describe a satisfactory requirement defined?				
8. Were the procedures for impact analysis of changes to requirements or introduction of new requirements defined?				
9. Were resource requirements and schedules to perform requirements development and management activities defined?				
10. Is there evidence of peer review of this document (sign-offs or other)?				



## Requirements Document Checklist

Evaluation Criteria	Yes/ No	Comments	Supporting Artifacts	Date
1. Was the requirements document complete and up-to-date?				
2. Was the requirements document consistent with the other documents on which it is based or dependent?				
3. Were requirements for all areas of the product specified?				
4. Were requirements enumerated in a way that supports traceability through the entire acquisition, development and acceptance test?				
5. Were requirements for external interfaces defined?				
6. Is data provided so that the impact of each requirement change may be assessed and quantified?				
7. Were there artifacts showing stakeholder's agreement to these commitments are available?				
8. Is there evidence of peer review of this document (sign-offs or other)?				



## Software Configuration Management (SCM) Checklist

Evaluation Criteria	Yes/ No	Comments	Supporting Artifacts	Date
1. Was the Project SCM Plan up-to-date (i.e., reflects the current release information)?				
2. Did the Project SCM Plan meet the requirements of the SCM Plan Standard?				
3. Was the Project SCM Plan consistent with the QA Plan?				
4. Were resources clearly defined and specified?				
5. Was the procedure for controlling work products and baselines, including identification, control, tracking, status, and reporting documented?				
6. Was the procedure for release documented?				
7. Was the procedure for recording and reporting status of work products and baselines documented?				
8. Was the procedure for recording and reporting status of SCM activities documented?				
10. Was the procedure for performing SCM baseline audits documented?				
7. Were the interfaces and dependencies identified and described?				
8. Was the testing environment documented?				
9. Was there evidence of peer review of this document?				





## Transition to Support Plan Checklist

Evaluation Criteria	Yes/ No	Comments	Supporting Artifacts	Date
1. Was the Transition to Support Plan consistent with the other documents on which it is based or dependent?				
2. Was the Transition to Support Plan complete and up-to-date?				
3. Was the support organization identified in the plan?				
4. Was the support resource requirements identified in the Plan?				
5. Were transition activities described in the Plan?				
6. Were transition responsibilities defined in the plan?				
7. Was a schedule of transition activities provided in the Plan?				
8. Were the warranty and data rights provisions described in the Plan?				
9. Was there evidence of peer review of this document?				